

Chief, Supply Division, CL

12 DEC 1962

Chief, Physical Security Division, OS

**Procedure for Security Check of Surplus Supply Items
Resulting from Move of NPIC to Building 213**

1. The following procedure for conducting a security check of supply items that may become surplus by reason of the move of NPIC to Building 213 is submitted for your information and guidance:

a. It shall be the primary responsibility of NPIC components who are moving to determine that all such surplus items, whether furniture or safe cabinets, have been examined for the presence of any classified material prior to being declared surplus.

b. Representatives of the Office of Security will also conduct a security check of all areas in the Steuart Building for the presence of any classified material that may have been overlooked by the moving component.

c. Representatives of the Office of Logistics should continue to thoroughly inspect all surplus furniture and safe file cabinets turned in to the warehouse facility for the presence of classified material. If any surplus furniture located in the Steuart Building is turned over directly to the General Services Administration without being routed through the warehouse facility, the Office of Logistics will be relieved of responsibility, under these particular circumstances, for conducting any additional security check of such surplus furniture.

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